



CITY OF WEST ST. PAUL

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

PARKS AND RECREATION ADVISORY COMMITTEE MEETING SEPTEMBER 13, 2016 AT 5:30PM HARMON PARK NEIGHBORHOOD CENTER

1. Roll Call

2. Adopt Minutes

2.A. Approve June 14, 2016 Minutes

Documents:

[JUNE 14.PDF](#)

3. New Business

3.A. Discuss Options For Fall Festival/Halloween Event

Documents:

[9-13-16 FALL HARVEST FESTIVAL EVENT.PDF](#)

4. Old Business

4.A. Eagle Scout Project Update

4.B. Art Park Update

5. Other

6. Adjourn

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MINUTES
WEST ST. PAUL PARKS & RECREATION ADVISORY COMMITTEE MEETING
June 14, 2016

Park & Rec. Members Present: Bonnie Bellows, Brad Erickson, Bob Gausman, Brandi Hoffman, Mike Petrasek, Dave Lynch, Laura Tesch

Non-voting Members Present: City Manager, Matt Fulton, , Clpn. Jenny Halverson, Assistant Parks and Recreation Director, Dave Schletty; Parks and Public Works Secretary, Sharon G. Hatfield, Civil Engineer, Darin Rezac, Officer Jesse Mettner

Guest: Ken Paulman

1. **REVIEW/APPROVE MINUTES**

Chair Petrasek Called the meeting to order at 5:29 pm. The May 10, 2016 minutes were approved. The committee went around the room to make introductions to each other.

2. **NEW BUSINESS- BIKE LANE DISCUSSION**

Parks and Recreation Assistant Director Schletty gave some background information on the Bike Pedestrian (Bike Ped) plan. The plan was approved by Council in 2014, and the city is currently implementing the plan. The city is investigating a city-wide assessment district to pay for the plan. Presently, there is no road construction on proposed bike lanes. In the meantime, the city would like to do some “quick-fix” [no construction] low cost solutions such as painting sharrows and on-road bike lanes. City Manager Matt Fulton added that the Bike Ped plan street changes were “woefully overdue.” The costs of the Robert Street construction affected the bike ped plan.

Fulton said that the city met with some bike enthusiasts to see where “money” should be placed. The results of the discussion are the trail “priorities” shown in the [Proposed On-Street Bicycle Facilities map.] Some of the bike ped plans roads are owned by Dakota County. Dakota County has no policies regarding bike lanes. (No bike lane work on Dakota County roads can be done until Dakota County decides what their policy is.) County roads like Oakdale, Dodd and Delaware are important corridors that bicyclists use. The plan will continue to develop over time. The cost of the bike ped plan is 6-7 million dollars. Council talked wanted to instate a 10- year assessment district. However, MN law states that an assessment district can only be held for 5 years.

City Engineer Rezac shared his thought process behind the proposed on street bicycle plan. Since there is no bike lane policy in West St. Paul, Rezac used MnDOT policies to form the plan. There would need to be 12-foot lanes for designated striped bike lanes with a 4-foot minimum separation. For sharrows, drivers will share the road with bicyclists. There are limitations with striping lanes especially with crosswalks. For roads that are not wide enough, roads could feature a sharrow on one side and a striped bike lane on the other. Safe Routes to Schools routes will feature sidewalks and trails through Bidwell Street and Wentworth Avenue.

Member Bellows commented that there needs to be “sharrow” education. People need to learn that bicycles should ride in the middle of the road because there is not enough room for cars and bikes to be side-by-side. Clpn. Halverson affirmed Bellows’ comment and said that sharrows are not be the safest but will eventually promote more bicycle awareness. People will slow down once they know that there are sharrows. Fulton said that the sharrows are not long-term solutions. The key thing for the committee to focus on is connections to trails to different areas of the city.

The trails will be put in as soon as possible (this year) with the recommendations from the committee.

After some discussion regarding the streets including on-street parking, and street width and connections to other trails, Chair Petrasek summarized the wishes of the committee.

The advisory committee recommends:

- the city [institute] north-south bike lanes on Charlton from Marie to Butler Avenue moving the bike lanes to Ohio at Moreland and continuing to Annapolis.
- the city [institute] north-south bike lanes on Livingston from Marie to Thompson Avenue, (removing any parking on Livingston,)
- the city [institute] a westbound bike lane on Bernard from Oakdale to Dodd and eastbound bike lane on Moreland from Delaware to Oakdale, and
- educating the public through various sources on changes on the various streets.

Information regarding the new bike routes can be disseminated at the Night to Unite parties and through safety camp. The West St. Paul Neighbor’s page was also mentioned. . Fulton said that the council would discuss the changes and have citizens speak at the regular council meetings.

Lynch made a motion to recommend the changes summarized by Petrasek. The motion carried. All Ayes.

3. **OLD BUSINESS- ART PARK UPDATE**

Schletty reported that there were some minor changes in the plan for the Art Park. The plan was put before Council at their last OCWS meeting. Council would like to “cut out some of the fat” and reduce the budget of the proposed plan. Fulton said that Council has authorized the city to get bids on the work. Fulton said that one of the “moveable items” is the proposed retaining wall. The wall (and other changes, including fiber optics) can be done but at a later date. Solar powered panels and boxes can be used in the park as well. Bellows and Member Tesch have been working in the park; Bellows presented a list of possible perennial plantings that are pollinator-friendly. Schletty said that the city can purchase the plants at a discounted rate at Gertens. Schletty suggested that the subcommittee come out with a layout for the plants. (The city could also plant and water the perennials.)

Petrasek thanked the subcommittee for their work.

Member Tesch asked about raising funds for the park by having “Legacy” bricks on the park path. Schletty said that this would still be possible after the sidewalk is designed.

4. **OTHER**

- a. **Duck Houses-** Member Lynch mentioned that Boy Scout Troop 248 would like to build duck houses in one of the city parks. Lynch was concerned about the maintenance of the duck house. If the houses were built in Mud Lake, then Scout Pack 198 could maintain the houses.
- b. **Harmon Park Neighborhood Center-** Member Ericson mentioned that Harmon Park got overloaded with trash over the weekend. Schletty said that Park Maintenance is addressing the problem and the city has a part-time person who will “pick-up” the park on the weekends. The city will also add trashcans to the park.
- c. **Garlough Park-** Lynch saw some fallen trees near the back side of the disc golf course. Schletty will mention this to Park Maintenance staff.
- d. **Emerald Ash Borer (EAB) -** Member Gausman mentioned that Emerald Ash Borer has been found in the city of West St. Paul. He asked if there was anything that committee members could do regarding EAB. Schletty asked if there were anyone interested in taking an inventory of the trees in the parks. It would be a two-hour weekend commitment. Volunteers would be trained by Karen Sumac.

5. **ADJOURNMENT**

The committee members adjourned at 6:56 pm. The next Park and Recreation Committee meeting will be held on Tuesday, July 12, 2016 at 5:30 pm.

Respectfully submitted,
Sharon G. Hatfield

Fall Harvest Festival (Possibly Dates: October 22, 23, 29 from 3:00-5:00pm)

Ice Arena:

- All ages, family event
- Free admission; please bring a non-perishable item to donate to Neighbors Inc.
- Open skating for all, with DJ music or can just plug in an iPod.
- Two craft tables, we have tons of stuff in the basement (other crafts listed below)
- Paint/Decorate pumpkins – one pumpkin per child, while supplies last (80-100)
 - Paint, paint brushes, glitter & Halloween stickers
- Halloween Photo Corner – Purchase backdrop for photos (\$17.50) add a hay bale or bench.
- Minimum decorations – make sure it looks Fall/Halloween without going over board
- Costume Contest – at 4:30pm 3 winners (\$20 Target gift card or gift basket)
- Face Painting or
- Spooky Bingo – starting at 4:00pm, can win Halloween prizes (total of 5 games)
 - <http://www.kidscraps.com/GameCentral/Bingo-halloween/HalloweenBingo.htm>
- Refreshments available, free/charge (apple cider and cookies)
- Volunteers – police and fire dept, contact Diane, local high schools - NHS
- Guess the amount of candy in jar – win the jar (name slips w/contact info.)

Optional Ideas

**Can do a coloring contest leading up to event. Divide into age groups:

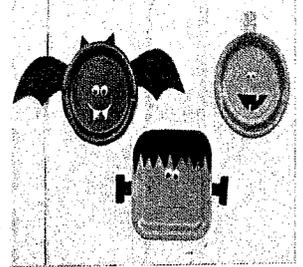
- Pre K, K, 1st, 2nd and 3rd grade
- Prizes for each group, 1st place or 1st, 2nd, 3rd place winners. City staff will do the voting.
- Donations for prizes – Walmart, Dollar Store, Target, Magic Shop, Walgreens, Kmart
- Post winners at Ice Arena event
- Post on website, Facebook
- Can drop off, mail in entries

**Donations for Pumpkins or ask for bulk pricing

- Afton Apple Orchards
- Applewood Orchard
- Castle Rock Orchard
- Seubert's Pumpkins
- Fischer's Croix Farm Orchard
- Cub Foods – apple cider, cups, cookies
- Southview Garden Center – in contact about pumpkin pricing and donations
- Lowes
- Menards
- Walmart
- Gerten's

****Crafts for kids**

- Pine Cone Spiders <http://www.firefliesandmudpies.com/2014/10/04/pine-cone-spiders-halloween-nature-craft-for-kids/>
- Witchy Pinecone Owl <http://www.allfreekidscrafts.com/Kids-Halloween-Crafts/Witchy-Pinecone-Owl#ftphouPw82G2hQi.32>
- Pine Cone Bats <http://www.firefliesandmudpies.com/2015/09/20/pinecone-bats/>
- Halloween Paper Plate <http://simpleasthatblog.com/2012/10/halloween-paper-plate-crafts.html>



****Items needed**

- Music to play during ice skating
- Decorations – HAVE SOME, MIGHT NEED MORE \$40.00 - \$50.00
- Tables
- Table clothes - \$3.99 each
- Pumpkins – Southview Garden Center (\$.75 each) check and see they would want to sponsor the event and donate the pumpkins
- Paint – HAVE MIGHT NEED MORE
- Paint brushes – HAVE
- Halloween sticker/glitter stickers – HAVE
- Bowls for water (paint brushes) - HAVE
- Donation bin – Neighbors Inc. will provide boxes and/or barrels
- Pinecones – gather from outside
- Pipe cleaners – 1000pc assorted \$14.99
- Googly eyes – 528pc adhesive assorted \$9.99
- Black Construction paper – 50 sheets \$2.99
- Ribbon – HAVE
- Halloween back drop - \$17.50
- Hay bale or bench
- Glue - HAVE
- Apple cider
- Cookies
- Cups
- Napkins
- Prizes for costume contest (could do a goody bag = with all different trinkets from basement, candy)

****Possible Items needed (if we do other crafts and a game)**

- Bingo cards – CAN PRINT OUT HERE
- Bingo markers/chips – 144pcs \$3.99
- Peanuts Halloween Bingo Game – 41 cards \$13.99
- Bingo prizes – HAVE
- Green paper plates – 18pc \$2.99
- Orange paper plates – 24pc \$2.99